



COMMUNITY SERVICE OFFICER
City of Newport
Salary Range \$3,104 to \$4,275 per month

Performs routine, non-hazardous work related to law enforcement on an assigned shift in the field, in the Police Department, and in other City facilities. Compiles and routes reports, code violation complaints, and other correspondence to appropriate Departments or agencies; participates in training courses and programs as directed; participates in and conducts crime prevention activities to include security and vacation checks, Neighborhood Watch, etc. This position is covered under the collective bargaining agreement of the Newport Police Association. This position is supervised by the Lieutenant.

Requisite Skills: Some higher education/vocational training dealing with the public, or equivalent combination of education and experience. Ability to establish and maintain effective and appropriate working relationships with the general public, co-workers, other governmental agency representatives, and City officials. Ability to hear and understand communication via the police radio. Ability to prioritize and respond quickly to changing circumstances; work under pressure; meet deadlines; and communicate effectively in writing and orally. Ability to conduct presentations to public groups. Demonstrate knowledge of word processing and spreadsheet applications. Operate a personal computer and have a basic knowledge of e-mail, word processing programs, and spreadsheet applications. Learn and apply operating policies, procedures and methods of the Police Department. Prepare accurate written reports.

Special Requirements: Possess a valid Oregon Driver's License. Successfully pass background investigation and drug screen. Obtain certification in LEDS at the Inquiry level within 70 days of hire.

Visit www.newportoregon.gov to view the job description and download the employment application. Applicants should submit a completed city application form and a letter clearly identifying how the applicant meets the minimum job qualifications. Mail to K. Palmer, PO Box 2260, Newport OR 97365. Applications are also available at the City Manager's Office, or the Police Department. Applications must be received by 5:00 p.m. on Friday, June 13, 2014. EEO.